



State of Alaska
Department of Community and Economic Development
Division of Occupational Licensing
State Board of Public Accountancy
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CONTINUING EDUCATION TRACKING FORM FOR CERTIFIED PUBLIC ACCOUNTANTS

This form is intended for your personal use in tracking your continuing professional education. Regulations governing CPE follow.

I. EDUCATIONAL PROGRAMS ATTENDED

CREDIT COURSE: One semester hour academic credit from a college or university equals 15 CPE hours.
One quarter hour academic credit from a college or university equals 10 CPE hours.

	PROGRAM SPONSOR/ NAME OF PRINCIPAL INSTRUCTOR	LOCATION OF PROGRAM (CITY)	TITLE OF PROGRAM OR DESCRIPTION OF CONTENT	DATES ATTENDED (Month, Day, Year)	HOURS CLAIMED
1					
2					
3					
4					
5					
6					
7					
8					
9					
TOTAL					

II. CORRESPONDENCE OR INDIVIDUAL STUDY PROGRAMS

The amount of credit will be determined by the board on an individual basis.

	PROGRAM SPONSOR/ NAME OF PRINCIPAL INSTRUCTOR	LOCATION OF PROGRAM (CITY)	TITLE OF PROGRAM OR DESCRIPTION OF CONTENT	DATES ATTENDED (Month, Day, Year)	HOURS CLAIMED
1					
2					
3					
4					
5					
6					
7					
8					
9					
TOTAL					

III. SPEAKER, DISCUSSION LEADER, OR INSTRUCTOR

Actual preparation time is allowable up to double the presentation time. For example, a total of three hours is allowable for a presentation qualifying for one hour of credit if at least two hours has been spent in preparation. The maximum credit allowable as a speaker, discussion leader, or instructor will not exceed 30 hours. Repeated presentation will not normally qualify unless substantially different from previous presentation.

	PROGRAM SPONSOR	LOCATION OF PROGRAM (CITY)	TITLE OF PROGRAM OR DESCRIPTION OF CONTENT	DATES ATTENDED	HOURS CLAIMED	
					PREPARATION	PRESENTATION
1						
2						
3						
Preparation and Presentation TOTAL						

IV. PUBLISHED ARTICLES AND BOOKS

Authors may claim credit for hours spent preparing articles or book for publication. The amount of credit will be determined by the board on an individual basis.

	PUBLISHER	TITLE OF PUBLICATION	DATE PUBLISHED	HOURS CLAIMED
1				
2				
3				
4				
5				
TOTAL				

	SUMMARY OF TOTAL HOURS	HOURS CLAIMED
I.	Educational Programs Attended	
II.	Correspondence/Individual Study	
III.	Speaker, Discussion Leader or Instructor	
IV.	Published Articles and Books	
	TOTAL HOURS	

ARTICLE 6.
CONTINUING EDUCATION

Section

- 300. Hours of continuing education required**
- 310. Computation of nonacademic continuing education hours**
- 320. Computation of academic continuing education hours**
- 330. Challenged courses**
- 340. Approved subjects**
- 350. Nonacademic program criteria**
- 360. Approved nonacademic continuing education programs**
- 370. Individual study**
- 380. Instructor or discussion letter**
- 390. Publications**
- 400. Report of continuing education**
- 410. "Reasonable cause or excusable neglect" defined**
- 420. Applicability of continuing education requirement**
- 430. Inactive permits**
- 440. Reinstatement of lapsed permit**

12 AAC 04.300. HOURS OF CONTINUING EDUCATION REQUIRED. (a) Except as provided in 12 AAC 04.430 and 12 AAC 04.440, an applicant for renewal of a permit to practice as a certified public accountant must complete

(1) no less than 80 hours of approved continuing education within the two-year permit period immediately before the renewal period; and

(2) at least 20 hours of the minimum 80 hours of approved continuing education within each year of the two-year permit period immediately before the renewal period.

(b) An applicant for renewal of a permit to practice as a certified public accountant who meets the continuing education requirements of (a)(1) of this section but fails to meet the continuing education requirements of (a)(2) of this section shall complete eight hours of approved continuing education in addition to the hours required by (a) of this section. The applicant shall complete the additional eight hours of approved continuing education either before or within 180 days after the permit is renewed. The additional eight hours may not be used to satisfy the continuing education requirements for subsequent permit renewal. The board will renew the applicant's permit only if the applicant signs a statement agreeing to comply with the requirements of this subsection within the time schedule authorized by the board under this subsection.

12 AAC 04.310. COMPUTATION OF NONACADEMIC CONTINUING EDUCATION HOURS. (a) For the purposes of 12 AAC 04.300 – 12 AAC 04.440, 50 minutes of instruction constitute one hour.

(b) Credit is given only for full hours of instruction and not for a fraction of an hour.

(c) Credit is given only for class hours and not for hours devoted to class preparation.

12 AAC 04.320. COMPUTATION OF ACADEMIC CONTINUING EDUCATION HOURS. (a) One quarter hour academic credit from a college or university constitutes 10 hours of continuing education.

(b) One semester hour academic credit from a college or university constitutes 15 hours of continuing education.

12 AAC 04.330. CHALLENGED COURSES. Academic credit earned for a challenged course is not acceptable for continuing education.

12 AAC 04.340. APPROVED SUBJECTS. In order to be approved by the board, a subject must contribute directly to the professional competence of a person licensed to practice as a certified public accountant.

12 AAC 04.350. NONACADEMIC PROGRAM CRITERIA. (a) Nonacademic continuing education programs requiring class attendance are approved by the board if

(1) a course outline is prepared in advance and preserved;

(2) the program is at least one hour in length;

(3) the program is conducted by a qualified instructor; and

(4) a record of registration or attendance is maintained.

(b) In (a)(3) of this section, "qualified instructor" includes an instructor or discussion leader whose background, training, education, or experience makes it appropriate for him or her to lead a discussion on the subject matter of the particular program.

12 AAC 04.360. APPROVED NONACADEMIC CONTINUING EDUCATION PROGRAMS. The following programs are approved by the board if they meet the requirements of 12 AAC 04.340 and 12 AAC 04.350:

- (1) professional development programs of the American Institute of Certified Public Accountants and its states societies;
- (2) technical sessions at meetings of the American Institute of Certified Public Accountants and its state societies;
- (3) formal, organized, in-firm education programs;
- (4) college or university short courses not carrying academic credit;
- (5) other accounting, industrial, or professional programs.

12 AAC 04.370. INDIVIDUAL STUDY. The number of hours of continuing education credit awarded for completion of a formal correspondence or other individual study program which requires registration and provides evidence of satisfactory completion will be determined by the board on an individual basis.

12 AAC 04.380. INSTRUCTOR OR DISCUSSION LEADER. (a) The board will award one hour of continuing education credit for each hour completed in preparation for instruction or discussion as an instructor or discussion leader of an educational program meeting the requirements of 12 AAC 04.310 – 12 AAC 04.370. The number of hours of credit awarded under this subsection may not exceed twice the number of hours awarded under (b) of this section.

(b) The board will award one hour of continuing education credit for each hour completed as an instructor or discussion leader of an educational program meeting the requirements of 12 AAC 04.310 – 12 AAC 04.370. The board will award credit only for the initial course of instruction of the subject matter unless there have been substantial new developments in the subject since the prior presentation.

(c) Credit awarded under (a) and (b) of this section may not exceed 30 hours in any two-year period.

12 AAC 04.390. PUBLICATIONS. Continuing education credit may be awarded for publication of articles or books. The amount of credit so awarded will be determined by the board on an individual basis.

12 AAC 04.400. REPORT OF CONTINUING EDUCATION. An applicant for renewal of a license to practice public accounting shall submit, on a form provided by the department, a statement that the applicant has complied with the continuing education requirements of 12 AAC 04.300.

12 AAC 04.410. "REASONABLE CAUSE OR EXCUSABLE NEGLECT" DEFINED. For the purpose of AS 08.04.425(c) or 12 AAC 04.440, "reasonable cause or excusable neglect" includes

- (1) chronic illness;
- (2) retirement;
- (3) military service; and
- (4) hardships as individually determined by the board.

12 AAC 04.420. APPLICABILITY OF CONTINUING EDUCATION REQUIREMENT. The continuing education requirement of AS 08.04.425(a) does not apply to a person registered under the provisions of AS 08.04.410.

12 AAC 04.430. INACTIVE PERMITS. (a) To register as inactive under AS 08.04.410 or to renew an inactive permit, the holder of a certificate or license must

- (1) apply on a form provided by the department; and
- (2) pay the fee set out in 12 AAC 02.340(5).

(b) To resume the active practice of public accounting, an individual with inactive status must reactivate the individual's permit by

- (1) applying on a form provided by the department;
- (2) paying the fee set out in
 - (A) 12 AAC 02.340(4), if the individual holds a certificate; or
 - (B) 12 AAC 02.340(6), if the individual holds a license; and

(3) documenting completion of 120 hours of approved continuing education, in accordance with 12 AAC 04.310 – 12 AAC 04.410, during the 36 months immediately before the date of the application.

(c) The hours of continuing education required in (b) of this section do not satisfy the continuing education requirement for a subsequent renewal of the reactivated permit.

(d) Notwithstanding 12 AAC 04.300, a certificate holder whose permit has been reactivated under this section shall complete at least

- (1) 10 hours of approved continuing education for each full calendar quarter between the date that the permit was reactivated and the next renewal date; or
- (2) *repealed 7/25/2001*;
- (3) 80 hours of approved continuing education between the date that the permit was reactivated and the next renewal date.

12 AAC 04.440. REINSTATEMENT OF LAPSED PERMIT. (a) An individual whose permit to practice has been lapsed for more than one year and less than three years may apply for reinstatement of the permit by

(1) applying on a form provided by the department;

(2) *repealed 7/25/2001*;

(3) paying for the entire period the permit has been lapsed

(A) the fee established in 12 AAC 02.340(4), if the individual holds a certificate; or

(B) the fee established in 12 AAC 02.340(6), if the individual holds a license; and

(4) documenting completion of 120 hours of approved education, in accordance with 12 AAC 04.310 – 12 AAC 04.410, during the 36 months immediately before the date of the application for reinstatement.

(b) Notwithstanding 12 AAC 04.300, a certificate holder whose permit has been reinstated under this section shall complete at least

(1) 10 hours of approved continuing education for each full calendar quarter between the date the permit was reissued and the next renewal date; or

(2) *repealed 7/25/2001*

(3) 80 hours of approved continuing education between the date the permit was reissued and the next renewal date.

(c) An individual whose permit to practice has been lapsed three years or more may apply for reinstatement of the permit by

(1) documenting to the satisfaction of the board that the individual's failure to renew the permit was excusable;

(2) meeting the requirements of (a) of this section; and

(3) *repealed 4/7/95*;

(4) documenting that the continuing education completed in accordance with (a)(4) of this section included successful completion of a current ethics course and examination published by the American Institute of Certified Public Accountants (AICPA) or an ethics examination of another licensing jurisdiction, that, in the determination of the board, is equivalent to the AICPA course and examination described in 12 AAC 04.200(c).

(d) The board may reinstate an applicant's permit to practice despite failure to furnish evidence of completion of the continuing education requirements in this section, if the board determines that failure to complete the continuing education requirements was due to reasonable cause or excusable neglect and the applicant agrees to complete a particular program or schedule of continuing education prescribed by the board.